

**Asphodel-Norwood Library Board
Minutes of Meeting May 10, 2018
Westwood Branch**

Mission Statement

The Asphodel-Norwood Public Library supports and enriches the community by providing access to resources, programming and opportunities for interactive lifelong learning and leisure.

The Asphodel-Norwood Public Library Board held its regular monthly meeting at the Westwood Branch on Thursday, May 10, 2018.

The following Board members were present: Debbie Lynch, Mary Hay, Laurie Mulholland, Rodger Bonneau and Paula Warr. Kris Van Luven, CEO/Librarian was also present.
Regrets from Tammy Bennett.

Call to Order

Chairperson Debbie Lynch called the meeting to order at 5:23 pm and reminded members of the Board of their obligation to declare any pecuniary interest that they may have in regard to any matter coming before the Board. There were no declarations.

01.05.18 Motion

Moved by Rodger Bonneau
That the Agenda be approved as presented.
cd

Seconded by Paula Warr

Approval of Minutes

02.05.18 Motion

Moved by Mary Hay
That the minutes for the Regular Board Meeting held April 12, 2018 be approved as revised.
cd

Seconded by Paula Warr

03.05.18 Motion

Moved by Laurie Mulholland
That the minutes for the Special Purpose Board Meeting held April 30, 2018 be approved as revised.
cd

Seconded by Paula Warr

Business Arising from the Minutes

04.05.18 Motion

Moved by Laurie Mulholland
That regular Board Meetings will not be held in July or August 2018.
cd

Seconded by Paula Warr

CEO/Librarian Kris Van Luven will no longer attend regular Township Management Team meetings except on occasion when information directly related to the Library or library services (ie Strategic Planning for the Township) will be discussed.

All Library Staff reviewed Library Job Descriptions, made additions and amendments, and shared the revised draft copies with the Personnel Committee. The Library Staff will re-evaluate the descriptions a second time with the goal of keeping them broad in scope.

Policy:

Six draft Governance Policies were reviewed. Five sample Foundation Policies were reviewed. At the next meeting the Board will finish the review of the Governance Policies.

Laurie Mulholland will provide the CEO/Librarian with reformatted copies of the sample "operations" related policies to modify to fit the Asphodel-Norwood Public Library.

Property:

The Westwood UV System's alarm was going off sporadically between Apr. 28th and May 3rd but was repaired May 3rd and the Wastewater Manager has ensured that there is a spare bulb and filter on hand at the Westwood Branch.

It was also noted that there are cracks in the sealant on the Westwood Library ramp.

Technology: No report.

New Business

Renovations update:

There are several items remaining from the renovation that are no longer needed for the Library. Those items include:

- Two red fabric winged-back reclining chairs
- One small red children's table
- One grey vinyl chair occasional chair
- Two metal/green vinyl office chairs

11.05.18 Motion

Moved by Laurie Mulholland

Seconded by Paula Warr

That the above noted items be declared surplus, and that the CEO/Librarian will attempt to sell items deemed surplus and any unsold items will be disposed of.

cd

Debbie declared the meeting was adjourned at 7:27 pm.

Next Meeting
Norwood Branch
Thursday, June 14th, 2018
5:30 – 7:30 pm

Chairperson, Debbie Lynch



Minutes Recorder, Kris Van Luven